DD/A Registry
83-3578 / 11

3 NOV 1983

OIS Registry
83-563/2

MEMORANDUM FOR: Director of Information Services

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Planning Program for FY 1984

I have reviewed and approved your FY 1984 Planning Goals and

Objectives. With the exception of activities associated with

development of The Records Information System (TRIS), it is not

necessary to discuss every objective at each quarterly review. Ad hoc

topics of interest may also be included. Your overall plan is good

and I look forward to meeting with you quarterly to review progress and

to discuss any problem areas.

25X1

Harry E. Fitzwater

Attachment
  FY 84 Planning
  Goals & Objectives

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Planning Program for FY 1984

FROM: Harry E. Fitzwater DDA 7D18 HQ	EXTENSION	NO.		
		DATE 3 NOV 1983		STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/OIS 1206 Ames	8 NOV 1983	8 NOV 1983	✓	
2. DDIS		8 NOV 1983	B	Ben suggest we provide cy of Harry's memo to Div Chiefs. Also, in light of comments re. topics, what about accomplishment rpts on other objectives for DPA review in case there is questions? P
3. EXO		11/7/83	HEB	
4. DDIS -				
5.				
6. EO / OIS				Let's try to work up, for first session, an agenda of the the major objectives and plan to work up on interesting a quarterly review as we can. Each Div Chiefs must be prepared to report on items shown on the attached, but only if it comes up!
7. Stan - lets discuss				
8. Pete				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS
1-79

Notes for Quarterly Review on 3 Nov 83:

1. Goals and objectives
   Pres Lib visits

2. Change in environment
   Last year   no more systematic review
   This year   change in FOIA and possible
   historical review

3. CRD development as Agency reviewer
   PRB / damage assessments
   OLL requests
   OGC   CBS + L.A. visit

4. Review Production in 1983
   ~~Chart~~
   Lack of redundancy
   Vulnerable

5. Tom will cover work on CBS case

DO looking for means to get a handle
on released info

CONFERENCE CONSIDERATIONS
28 October 1983

The following questions will give you the direction of our planning session on 28 October. The previous material should be used as a basis for your thoughts and planning on points to cover Friday, as well as for detailed planning for the future.

During the session we will seek answers to the questions asked and discuss the items listed. ·

STAT

1. What we have in 84 and what 85 looks like? (Money and People) Discussion by [   ] nd the group.

2. How are we going to use our resources relative to our regulatory responsibilities? Maximum 15 minute presentation by each Division Chief plus general discussion re the planned use of resources during FY 84 and 85.

3. What resources are needed to do a full job in 84 and 85? Maximum 15 minute discussion by each Division Chief plus general discussion on the resources required if a full job is done.

4. What are the firm needs for FY 86 and plans for 87 and out years? General discussion, but be prepared to discuss specifics desired for FY 86 and beyond as initiatives and enhancements.

5. What ideas should we use to direct our future effort? (How do we handle topics covered in item 3 of the previously provided material?) General discussion to include OIS organization, charter, and timetables.

PLANNING SESSION AGENDA

28 October 1983

0815   Introduction and Overall Comments on the Day

0825   Presentation and Discussion of Budget

0900   Classification Review Division FY 84 & 85 Plans

0915   Regulations Control Division

0930   Coffee and Danish Break

0945   Information and Privacy Division

1000   Records Management Division

1015   Discussions on Divisional Needs for FY 84 & 85
            (15 minutes per Division Chief re Question 3)

1115   General Discussion by group

1215   Lunch

1315   FY 86 Initiatives & Enhancements plus
            Plans for Future Years

1445   Coffee Break

1500   Office Program Evaluation of Plans for the Future
            and Generation of New Concepts and Applications

1700   Departure

18 OCT 1983

MEMORANDUM FOR: Conference Participants

STAT

FROM:

Executive Officer, OIS

SUBJECT: Planning Guidance for Office Conference

1. The attached outline is provided as a guide for your thinking as you prepare for the Office Conference on 28 October. Each Division Chief is requested to provide a 15-minute briefing on his Division based on a review of pertinent regulatory responsibilities and functions (e.g.,

STAT

and Sections I, II, and III of the outline. Copies of your briefing notes should be provided for each participant to follow during the presentation.

2. Comments on the subjects covered in the outline are solicited by COB Thursday, 20 October. Such a schedule will permit the DIS to review your suggestions and circulate additional information for all to consider, as pertinent, prior to the meeting.

3. If you have questions or wish to discuss the outline, give me a call. We will provide you with an agenda by 25 October.

STAT

Attachment:
 As stated

OFFICE OF INFORMATION SERVICES

PLANNING SESSION

28 October 1983

I. PLANS AND NEEDS — FY 84 and 85
    (Ref. D/OIS' Office Directors' Conference Paper "Report on
    FY 83")

    A. Division "Functions" Report
        (Each Division — 15 minutes)

        1. Highlight Plans for:

            a. Level of effort.

            b. Resource utilization (funds and personnel).

            c. Anticipated significant accomplishments related
        to goals/objectives.

            d. Anticipated areas of shortfall.

        2. Additional Resources Required (be specific)

            a. Personnel (staff, contractor, etc.).

            b. Funding.

            c. Equipment and space.

        3. Results Anticipated if Resources are Available
            (Accomplishments obtained through commitment of additional
            resources)

II. FY 1986 INITIATIVES AND BEYOND
     (Ref. D/OIS' Office Directors' Conference Paper "Contemplated
     FY 86 Objectives")

     A. Resource Requirements and Utilization

         1. Specific results expected in areas of:

             a. Funds and equipment for Information Service Centers.

             b. Solution to Records Center storage problem.

             c. Plans for reduction of hard copy storage.

             d. Improved document control system.

     B. Proposals for Possible Development of New, Additional
         Initiatives for FY 86 and Out-Years Affecting all Divisions

         (Do not be constrained by resource requirements or current
         capabilities.)

         1. Plan in terms of a ten-year program using creative
     thinking for out-years.

          2. Plans for FY 84 should contain details (dates, resources).

         3. Plans for FY 85 should contain fewer details, but some.

         4. Plans for FY 86 should contain general programs for FY 86
     projects.

         5. Plans for FY 87 thru FY 93 should cover goals and
     supporting justifications, funds, personnel, equipment, training,
     and space in a generalized narrative presentation.

III. THOUGHTS FOR CONSIDERATION IN PLANS

     Develop a position on the following:

     A. Technological improvements and their impact on Office
     functions, including equipment.

     B. Continue all OIS programs or supersede those that are
     outmoded, completed, or need replacing.

2

C. Status of present programs (i.g., need to modify, external factors which may require future program modification, etc.).

D. Anticipated organization, procedural, or program functional changes which would be necessary to maintain an up-to-date organization.

E. Personnel resource requirements:

    1. Type needed.

    2. Recruiting techniques.

    3. Fringe benefits and other retention awards.

IV. ANNUAL CONFERENCE PLANNING

A. Speaker Nominations

    1. Keynote speaker and area of expertise.

    2. Conference speakers and speech topics.

B. Conference Theme Suggestions

C. Conference Format

    1. Length

    2. Subjects of interest

    3. Techniques

        a. Lectures

        b. Workshops

        c. Panels

        d. Other

3

V.   BACKGROUND INFORMATION DESIRED DURING PRESENTION BY

  A. Budget & Finance Officer, OIS

  B. Chief of Personnel, OIS

ADMINISTRATIVE MATTERS

    Attendees - D/OIS, D/OIS secretary, DD/OIS, EXO/OIS, C/Pers, B&F, All Division Chiefs.

    Starting Time: 0815 hrs

    Completion: 1700 hrs

    Handouts: Each Division Chief

4

Next 1 Page(s) In Document Exempt

16 September 1983

MEMORANDUM FOR: Executive Officer, OIS

FROM: Chief, Classification Review Division

SUBJECT: CRD Major Accomplishments During FY-83

Item 1 - Began (February 1983) the regular review of Summaries of
          Agency Employment (SAE) for all departing non-DO employees
          who never had cover or served overseas;

Item 2 - Originated and developed the Released Information Management
          System (RIMS) to provide a computerized data base of released
          information that pertains to classification and declassifi-
          cation questions;

Item 3 - In conjunction with IPD, we proposed that CRD be made
          responsible for the review and coordination of all manda-
          tory review requests and tested the feasibility of such
          a program;

Item 4 - Became the Agency focal point to receive, process, review,
          track, coordinate and prepare material for release that
          was requested in the WESTMORELAND vs CBS case;

Item 5 - Coordinated on Department of State guidelines and wrote
          guidelines for use at NARS in the review of State Depart-
          ment records from the period 1950-54;

Item 6 - Have begun development of a proposal that the Agency
          centralize in a single unit the responsibility for review
          and coordination of all review requests (FOIA, PA, manda-
          tory, and systematic);

Item 7 - Conducted a special review of Adolf Berle papers which
          included a visit to the FDR Presidential Library in
          Hyde Park, New York;

Item 8 - Established closer liaison with NSA, State Department and
          Department of Defense.

C/CRD

25 October 1983

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: An Estimate of CRD Needs for
                 Space, Storage, and Equipment

    1. Currently, CRD consists of [   ] **STAT**
includes management personnel) [   ] **STAT**
Plans are to fill the two vacant reviewer slots and hire one annuitant
on a part-time contract basis to review material for the RIMS project.
This would bring CRD to:

    STAT

    2. If CRD becomes the action element in the selective historical
material review program, it is estimated that the unit will expand by
STAT [   ] persons: [   ] classification review officers and [   ] intelligence **STAT**
assistant. This would bring CRD to a total of [   ] **STAT**

    3. Space needs: CRD has reasonable space available for two
additional employees but would begin to squeeze with the third. After
STAT that, we would have to find additional space. In summary:

        current CRD strength
        persons that could be squeezed
          into present CRD offices
        if selective historical review
          takes place (could be a maximum
          of about [   ] **STAT**

4. Storage requirements: Because of the rather large volume of material handled, CRD has rather large classified storage needs up to and including SCI. To handle this, we need a minimum of one four-drawer safe per person. It would be much more efficient if we could work in a vaulted area or have access to a vault for emergency situations. We had such a vault which was located on the 7th floor of the Ames Building.

5. Equipment needs: CRD now has two VM terminals. We need at least one WANG terminal with access to the Alliance System to handle our input of RIMS data or, a method to put it into the VM terminals and transfer the data to the WANG Alliance System later.

C/CRD

2

3 October 1983

MEMORANDUM FOR: Executive Officer, OIS

FROM: Chief, Classification Review Division, OIS

SUBJECT: CRD Narrative Comments for the Five-Year Plan

REFERENCE: Your memo of 30 August 1983, "OIS Planning
                   Program for FY 1984"

    1. OIS must continue to provide an Agency-wide declassification
review capacity and seek ways to develop that capacity further in areas
where it will streamline review procedures, reduce waste, and eliminate
duplication. Declassification review is an Agency responsibility that
will be with us for some time to come but it could be made more efficient
to conserve resources, and more effective to improve consistency and
provide better records of what information is released. Externally,
this will mean further development of the declassification review support
we provide other agencies because the responsibility is common to the
entire Executive Department. An example is the declassification review
of material on Vietnam requested by CBS and the lawyers for General
William Westmoreland which is found in the files of several agencies.
Differences in defining what information is responsive and duplicate
records are two of the more serious problems that complicate this kind
of situation. Such problems can only be resolved through interagency
coordination.

    2. Internally, particularly in view of the possible exclusion of
operational records from search under FOIA, the Agency should streamline
its declassification review effort. This would best be accomplished by
concentrating into one component the review and coordination responsi-
bilities which would handle "easy" reviews completely and in other cases
minimize and facilitate the necessary coordinations. Much of the review
work could be done contractually which would give us access to rich and
varied experience so important to this work and provide it at the minimum
cost. This effort also would require building up the mechanisms for
better and faster inter-directorate coordination in review matters. In
addition, it would provide the opportunity to better record what infor-
mation is being released and a start on this problem already has been
made with the development of the Released Information Management System
(RIMS).

    3. Finally, many review projects require considerable copying and
handling of paper which is more efficiently handled with proper equipment
and facilities, including a vaulted area to work in.

Chief,
Classification Review Division

CRD Contribution to the '85 Budget Presentation

CRD will maintain liaison with other U. S. agencies on classification/declassification matters. This will include classification reviews in support of systematic review programs that other agencies are continuing; provision of declassification guidelines for systematic review; review of officially written histories; and conducting, as requested, mandatory reviews under Executive Order 12356. The main effort will be with NARS, State, Defense, and some of the Presidential Libraries. This work serves to ensure that CIA documents and information are identified and made available to CIA for security classification review before they are declassified. Without such an effort, many documentary CIA equities resting in the permanent files of other agencies would be in jeopardy of inadvertent declassification and release to the public.

This fiscal year effort includes four visits of teams of two persons for two-week periods to the Presidential Libraries to review CIA documents and information. Plans are to visit the Truman, Eisenhower, Kennedy, and Johnson Libraries depending on requirements. Additional ad hoc visits may be required by the surfacing of special problems. This activity requires funding of approximately $10,000.

CRD will continue to develop the data base of the Released Information Management System (RIMS) by reviewing material that has been released by CIA to extract selective data concerning classification/declassification questions which will serve as a guide to future classification/declassification decisions. The objective is to make a record of those informational items which were a problem in the past and to show how they were handled as a guide to current and future actions. This system will contribute to better consistency in classification and declassification actions and to some extent will reveal what information has been released by CIA.

CRD will continue to review manuscripts written by present and former employees on behalf of the DDA, and Summary of Agency Employment statements of overt employees. CRD is the most experienced unit in the Directorate of Administration in conducting such classification reviews.

CRD will handle special review requests which involve intra, and interagency coordination and are best administered centrally. This centralized review will be more efficient, thorough, consistent, and timely.

	PRB Docs/Hrs	SAE Docs/Hrs	DOD & OTHER Docs/Hrs	NARS Docs/Hrs
Jan	14/35		67/288	420/28
Feb	8/26	8/11	55/229.5	505/30
Mar	29/91	28/36.5	15/75	305/107.5
Apr	15/65	14/16.5	6/49.5	545/28
May	10/98	43/69.5	20/39	1377/93
Jun	14/145	52/52	5/8	246/13
Jul	15/96	49/47	39/29	
Aug	10/54	74/72	25/25	
Sep	6/44	80/79	61/50.5	200/8
Oct	9/37	49/73.5		
Totals	130/691	397/457	293/793.5	3598/307.5

4,211 : Total Review hours (excludes RIMS)

Percentage Devoted to :

PRB manuscripts - 16.5%
SAEs - 11%
DOD requests - 19%
Review at MARS and Suitland - 7%
FOIA and EO requests from IPD - 4.5%
Requests from OLL and OGC - 3%
Damage assessments - 1%
Time spent on FRUS - 19%
Time spent on CBS/Westmoreland case - 19%

When hours spent on RIMS included then
RIMS took 25%

28 October 1983

NOTES FOR DISCUSSION

OF CRD'S FY-83 PERFORMANCE

A. Division Functions Report:

1. Personnel - dropped from [   ]   **STAT**

    Reason: Loss of internal systematic classification review
    program on 1 August 1982.

2. Remaining Responsibilities:

    a. Support to systematic review programs continued by
        other agencies (State, DOD);

    b. Continued external coordination on community documents
        declassified by CIA during systematic review;

    c. Continued review of employee manuscripts for the DDA,
        with the exception of the Office of Security;

    d. With IPD, considered taking on review and coordination
        of all EO mandatory reviews and tested idea--not fully
        implemented over concern for integrity of the FOIA/PA/EO
        queue;

    e. Became more and more used for Agency reviews in ad hoc
        situations such as damage assessments, answering review
        requests from Congress, NSC, etc. that came via PRB,
        OLL, OGC, etc.;

    f. In February 1983, began security review of SAEs for
        all departing non-DO employees who have never served
        overseas or under cover;

    g. Given responsibility to process, review, and coordinate
        records requested in the Westmoreland vs CBS lawsuit,
        both internally and externally;

      h.   Created RIMS to provide a computerized data base of
released information that relates to classification
and declassification questions.

      i.   Serve as point of contact with other agencies to provide
guidance and review support on classification/declassification
questions.

B.   Plans and Needs in FY-84 thru FY-85:

    1.   CRD's continued Functions:

        a.   All of paragraph A2 responsibilities;

        b.   Responsibility for Agency reviews should continue
to expand as efficiency and effectiveness of putting
responsibility in one unit proves itself (paragraph 2g);

        c.   May get selective historical review on the basis of
the Senator Durenberger/Director Casey agreement
related to relief from FOIA;

        d.   RIMS should be expanded to prove or disprove its
value;

        e.   Greater effort to promote the concept of centralized
review for the Agency and place it in OIS as a service
of common Agency concern;

        f.   Greater efforts in liaison with other agencies to
identify and protect CIA information and documents
held outside Agency control.

    2.   Additional resources Required:

        a.   If selective historical review is inaugurated and
placed in CRD, we will need eight new positions,
seven reviewers (can be annuitants) and one intelligence
analyst. In this event, we will also need:
assistant?

            (1)   About double the office space we currently have;

            (2)   About eight additional four-drawer safes or a
vaulted area for storage of classified material;

            (3)   WANG terminal and access to the WANG Alliance
System for RIMS and possibly a new program to
record actions taken in the historical review
program.

2

3. Anticipated Results; if above transpires and CRD gets the resources to do the work:

    a. OIS will have a greater opportunity to demonstrate the advantages of centralized review;

    b. Assuming that the centralized review concept is accepted, OIS would be one place that could handle it;

    c. Develop more complete guidelines for declassification of records with an eye toward putting it into a computer system.

C.   <u>FY-86 and Beyond</u>:

1. Merge the computerized systems of RIMS and declassification guidelines and place in an on-line system for Agency-wide use in classifying and declassifying documents.

2. As expertise in classification matters improves, consider a more active role by CIA in the government's program of protecting intelligence equities (sources and methods, special activities, foreign liaison).

3. Develop more active relationships with other agencies to:

    a. Be in a better position to help them identify and protect Agency equities;

    b. Assist in developing better mechanisms to coordinate classification/declassification problems throughout the government.

3

REGULATIONS CONTROL DIVISION

   I. Responsibilities

  II. Organization

III. Plans and Needs FY 84 and FY 85

      A. Goals & Objectives

      B. Anticipated Shortfalls

      C. Additional Resources Needed

      D. Equipment and Space

      E. Results Anticipated

  IV. New Initiatives FY 86 and Beyond

   V. Technological Improvements - Their Impact on RCD functions

  VI. Personnel Resource Requirements

      A. Type Needed

      B. Continuity

      C. Grade Structure

471 issuances next year

RECORDS MANAGEMENT DIVISION: RESPONSIBILITIES AND GOALS

DIVISION ORGANIZATION:

    Archives and Records Center Branch

    Information Technology Branch

    Records Systems Branch

DIVISION STAFFING:

STAT

    ARCB

    ITB

    RSB

DIVISION RESPONSIBILITIES:

    ARCB   Maintenance, servicing, and disposal of retired Agency records.

    ITB   TRIS Development.
            Support and maintain OIS computer programs.
            Control of Top Secret collateral documents.

    RSB   Implement Agency records management program.

ELEMENTS OF RECORDS MANAGEMENT PROGRAM:

    Correspondence Management o
    Reports Management o
    Forms Management --
    ADP Records Management x
    Files Management /
    Filing Equipment and Supplies Management x
    Audiovisual Records Management o *dropped*
    Records Disposition Management ✓
    Vital Records Management x
    National Security Information Classification Management x
    Micrographics Management x
    Agency Archiving and Records Center Activity ✓

✓ being done
o untouched
x something being done

CURRENT RMD PROGRAMS:

Scheduling of Records
Micrographics Applications Assistance
Forms Management
Equipment Purchase Review
Vital Records
Scheduling of Machine Readable Records
Component Audits
Registry Training and Consolidation
Classification Program
Liaison with ISOO and NARS

RMD OBJECTIVES for FY 84

-- Complete audit of Top Secret collateral material. (1st Quarter)

-- Transfer responsibility for ARCINS to the Records Center. (2nd Quarter)

-- Establish requirement for Information Service Centers. (3rd Quarter)

-- Develop contingency plan for storage of Agency records. (3rd Quarter)

-- Establish Information Services Center in Ames Building. (3rd Quarter)

-- Update Agency Vital Records Schedules. (4th Quarter)

-- Schedule ADP Records in DDA components. (4th Quarter)

-- Conduct Information Management Audits of two components. (4th Quarter)

-- Implement new records control schedules. (4th Quarter)

-- Complete Definition Phase and Preliminary Design Phase of TRIS; begin Detailed System Design. (4th Quarter)

FY 1984 ACCOMPLISHMENTS

<u>Archives and Records Center Branch</u>: — Improve timeliness of ARCINS
inputting.
— Assist in development of contingency
plan.
— Identify collection to convert to ·
other storage mediums.

Resources:

<u>Staff</u>--Adequate (with possible shortfall of one full-time officer to
work on ARCINS).

<u>Equipment</u>--Need computer terminal and printer.

<u>Space</u>--Adequate.

<u>Information Technology Branch</u>: — Complete TS collateral document audits and
begin new cycle.

Complete scheduled phases of TRIS.

Provide more computer assistance to
OIS components.

Resources:

<u>Staff</u>--Adequate (two part-time programmers would be used to work on other
OIS initiatives, system modifications, etc.).

<u>Equipment</u>--Need computer terminal for TRIS programmers.

<u>Money</u>--$30-$40,000 for analysis of hardware alternatives
for records storage.

<u>Space</u>--Adequate.

<u>Records Systems Branch</u>: — Establish Information Service Center
in Ames Building.

— Start Registry Training Program.

— Complete audits of two components.

— Develop contingency plan for Records
Center.

— Provide proposal for consolidated
registries in new building.

— Begin briefings on records management. ·

Resources:

> Staff--Short three (may need additional person for registry
>   training).
>
> Equipment--Need four Wang terminals and one Wang printer.
>
> Space--Adequate if room for Information Service Center provided
>   by ORD or some other component.

FY 1985 PROGRAMS--Extension and Expansion of those Started in FY 1984:

-- Complete audits of other DDA components.

-- Schedule machine readable records in another Directorate.

-- Schedule vital records for another Directorate.

-- Complete audit of Top Secret collateral material.

-- Operate Information Service Center in Ames Building and examine
   feasibility of establishing them in other facilities.

-- Develop TRIS follow-on project.

-- Conduct training for registry personnel.

-- Develop training program for records management officers.

-- Refine requirements for operation of Information Service Center
   in new Headquarters Building.

POSSIBLE FY 1984 and FY 1985 PROGRAM SHORTFALLS:

-- Scheduling of Vital Records.
-- Scheduling of ADP Records.
-- Conduct of Component Audits.

REASONS FOR SHORTFALLS:

> -- Personnel Shortages.
> -- Lack of Management Interest.
> -- Complexity of Problems.
> -- Over-extension of Component RMOs.
> -- Unanticipated Problems in Setting Up Consolidated Registry.
> -- Heavy Training Requirements.

RESOURCES NEEDED FOR FULL PROGRAM IN FY 1984 AND FY 1985:

Complete Records Management Program Not Possible:

-- not totally a resource issue
-- need to build expertise
-- more RMOs dedicated to records management
-- political/jurisdictional problems

To complete full program as outlined in planning documents:

Manpower

-- two more officers for audits/registry operations
-- two more officers for ADP records control
-- two part-time programmers for ITB

Equipment

-- Wangs for additional officers (four Wangs are minimum for current staff
-- computer terminal for ITB
-- computer terminal and printer for Center
-- equipment for Information Service Center:

    one Wang work station and printer
    two Delta Data terminals and one printer
    one copier machine
    Hetra cable printer
    one facsimile machine

Money -- $278,000

    $178,000 for TRIS programming
    $100,000 for contract study of Center and Registry
        requirements

Space

-- bring division elements together on one floor
-- 1,000 square feet for one Information Service Center
-- possible 300-400 feet for media center

PLANNING SESSION
IPD REPORT

o Focus in FY 84 & 85 is contingent on FOIA legislative
  initiatives

    - Regulation
    - Plan to improve responsiveness (Tab A)
    - Personnel and related space needs (planning
      paper) (Tab B)
    - Personnel rotation should recognize this need

o Need to focus on queue of finished cases in IPD

    - One junior case officer slot
    - is grade structure adequate (CRB)?

o Greater utilization of Wang and Delta Data computer
  processes - processing section example (Tab C)

o Improve methods for filing and copying requirements

o Independent contractor resources to handle project cases

o Damage assessment study ongoing in conjunction with
  operational components.

(para d)

See Att A - delete centralized review concept
and prepare paper to present it
internally first. What is pay off?
should be covered thoroughly.

A

MEMORANDUM FOR THE RECORD

SUBJECT: Proposal to Improve Agency Responsiveness to FOIA
            Requests

    1.   The Senate Select Committee on Intelligence has issued
its report on Senate bill (S. 1324) - The Intelligence
Information Act of 1983. A segment of that report starting
with page 27 is a discussion that suggests the Agency should
improve its responsiveness in handling Freedom of Information
(FOIA), Privacy Act (PA) and Executive Order (EO) requests.

    2.   There is a presumption that with the passage of S. 1324
some improvement of responsiveness will automatically follow.
The passage of S 1324 should provide some incentive to improve
service to the requesters, but that alone will not be   .
sufficient to respond to the Senate that we are being more
responsive. In addition, I have outlined a number of positive
steps (attached) that should form the basis to streamline our
FOIA/PA/EO processing in the near term and significantly
improve our results. These suggestions are intended to focus
resources and/or attention where we can realize the greatest
improvement in efficiency. A copy of this list will be sent to
the major FOIA focal points in the Agency for their comments
and further ideas on measures for improving responsiveness.

STAT

ACTIONS TO IMPROVE RESPONSIVENESS

A.   There will be a reduction of some 400 FOIA requests once
the bill is passed. These requests are seeking information
that can be located only in designated files within the
Directorate of Operations (DO). This action should commence
the movement of requests through the DO in a more timely
fashion.

B.   The Information and Privacy Division (IPD) should continue
to review FOIA requests to determine which can be completed
promptly by providing previously released material from the
DECAL system. Also components should continue to review
requests that involve ten documents or less for prompt
handling. Also, negative responses should be handled in a
prompt, efficient manner in providing this information to IPD
by components and IPD's response to the requester. Requests
that surface more than ten documents in the search should be
given equal consideration and prompt handling in line with
requests which have only a few documents for review. These may
constitute "project" cases and should not be set aside because
they are large or difficult but rather should be pursued in
light of total resources available and numbers of FOIA requests.

C.   Provide additional resource allocations to IPD and the DI
on a near term basis as needed to increase the capabilities to
work off existing backlogs. Up to 6.0 additional work years
should be earmarked for this purpose, 5.0 allocated to IPD and
1.0 set aside for the DI. These added resources would be
necessary to keep pace with the increased work load coming to
IPD as the backlog is eliminated. Also, it is in anticipation
of a greater share of the work load which will rest with the DI
in responding to requests. The DO is expected to use existing
FOIA resources to the fullest extent and any resource savings
should be transferred to meet FOIA needs elsewhere in the
Agency.

D.   Centralize the declassification review of documents by
consolidation of existing senior information review officials
in a contiguous office environment. We foresee the existing
CRD staff along with the DO/IRB element and senior DI
information officials participating in this consolidated
undertaking. This is intended to draw on the expertise of each
Directorate to facilitate the coordination of declassification
decisions without the loss of time caused by queues that now
exist. Greater use of senior level review expertise should be
employed on receipt of the FOIA request to determine the action
required and FLAP potential. This consolidated review unit
would by no means eliminate the need for coordinations and
queues. Other agencies such as the State Department and the

FBI have found that centralized declassification will reduce the internal coordination process by 80 percent. That is to say the centralized unit can make the declassification decisions more often without the need to consult with operating components and desk officers.

E. Review internal processes to automate and streamline operations with greater use of form letters and automated systems such as word processors and computer facilities.

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IPD PLANNING

The planning for IPD requirements for the period beginning with FY-1984 and running through FY-1986 is highly dependant on the outcome of current legislation now before the Congress in the form of The Intelligence Information Act of 1983. This legislation, while it is designed to give maximum relief to the search and review of our most sensitive operational files in the Directorate of Operations and in the Directorate of Science and Technology, also requires the Agency to be more responsive to FOIA requests from the public and to eliminate the huge backlog of requests. Furthermore, the level of effort devoted to the FOIA problem in the Agency should remain at the present level for two years after enactment of the bill.

If the FOIA legislative initiative does not pass this session of Congress then we are faced with the continuation of a "status quo" situation that will require a slight increase in resources in IPD to handle the large "project" requests that are most time consuming and require extensive research to complete. Therefore, we view IPD "new initiative" resource needs as being based on two alternative circumstances. One, without passage of the FOIA legislative initiative and another with the enactment of the bill into law. The resource needs of these alternatives are listed below.

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The resource needs cited above are rough orders of magnitude which we will attempt to quantify in conjunction with in the DDA and with Directorates of Operations and Intelligence to better measure the work flow from those areas over the next year or so. It is our hope that the resource needs reflected above can be drawn from existing resources devoted to the FOIA/PA/EO activities in the Agency.

The need for additional work area to accommodate these added personnel needs is of equal importance to support the enhanced effort in IPD. Desks and supportive items such as phones, filing, storage and typing facilities to support six work stations are needed in this three year time frame. Since the cost data is not readily available for these support items we request that OIS Support staff provide this information.

We will need one WANG word processing station by December 1983 to support the ongoing need for our summer only employee program. This is needed in light of the restriction placed on the use on the WANG Alliance by summer only personnel. Some other minor modification to WANG equipment is anticipated.

Resources should be budgeted on an ongoing basis to support positions authorized for IPD. In addition, we have a continuing need for a part-time employee to support the DECAL system.

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MEMORANDUM FOR: [redacted]
Chief, Information and Privacy Division

THRU: [redacted]
Chief, Initial Evaluation Branch

FROM: [redacted]
Senior Information Control Assistant

SUBJECT: Improvements to the Processing Section of the Initial Evaluation Branch

This is a follow up to my memo of 14 October 1983 regarding changes and improvements to the processing section. I feel that with the probability of the FOIA legislation being passed in the near future, the Agency is committed to be more responsive in the processing of Freedom of Information Act, Privacy Act, and Executive order mandatory review requests. A number of additional benefits along with faster processing time can be realized if a few changes and improvements are made to the processing section of the Initial Evaluation Branch in the Information and Privacy Division.

The following will be needed to achieve the greatest possible benefits:

  a.   3 Delta Data terminals
  b.   2 Wang terminals
  c.   1 Delta Data printer
  d.   1 Wang printer
  e.   1 table for the printers

An explanation and identification for the above are as follows:

A. By obtaining use of three Delta Data terminals along with the incorporation of the Delta Data already existing in the Processing area, a number of benefits would be realized.

They are, the processing section will take over the process currently being performed by Correspondence and Records Branch (CRB) of logging component taskings into the IPSLOG data base. This will speed up the entire logging, response and tasking process for the office. This change will virtually eliminate

the need for CRB to have a person located in the processing area to do their function. This will provide the opportunity for IPD to utilize the GS-5 position devoted to logging as a clerk-typist to provide needed depth in that area. As the processing section manages their own logging, this will increase the accuracy of the input into the data base. The compiling of monthly and bi-monthly reports can be done faster and more conveniently due to the fact that having a terminal in each Information Control Assistant work area will eliminate the need for the ICA's to compete for time with CRB personnel for a limited of terminals. The free time that an ICA has to work on a terminal away from their desks does not always match up the terminal availability.

The ICA's receive a large number of status checks over the phone from various components and government agencies which require the ICA to leave their working areas to track down the file and then review it and get back to the caller possibly a day or two later. Having terminals at their work areas will enable the ICA's to give instant file reviews and status checks eliminating the need to pull or track down files.

B. The processing section also requires the acquisition of four Wang terminals, two new ones along with two that are presently in the office and available for relocation. The terminals will be used to replace the typewriters but having greater benefits and increasing the capabilities of each ICA in this day-to-day work.

The terminals will be programmed to produce all routine forms and letters instantly. By having the ICA's do their monthly and bi-monthly reports on the Wang will enable them to store the reports in the CPU rather than keep hard copy at their desks taking up space. Also these reports, Performance Appraisals, Advance Work Plans and all correspondence can be sent directly to the secretary's Wang for the final draft to be run. The ICA's will be able to use the Wang terminals to its full capability rather than just using it as a simple work processor.

C & D. One printer for the Delta Data terminals and one printer for the Wang terminals will be needed to fulfill the requirements of the ICA section. Having the printers will enable the ICA's to send original tasking sheets to the components rather than sending a xerox copy.

E. One 62 inch wood grain table will be needed for the printers.

In conclusion we would like to state that since the CRB work station will be eliminated, that vacant space will accommodate the ADP equipment needed to fulfill the above mentioned requirements. The availability of space for this equipment will not be a problem. Accordingly, we will use the Wang's where we now have typewriters and there is sufficient space for the three new Delta Data terminals.

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